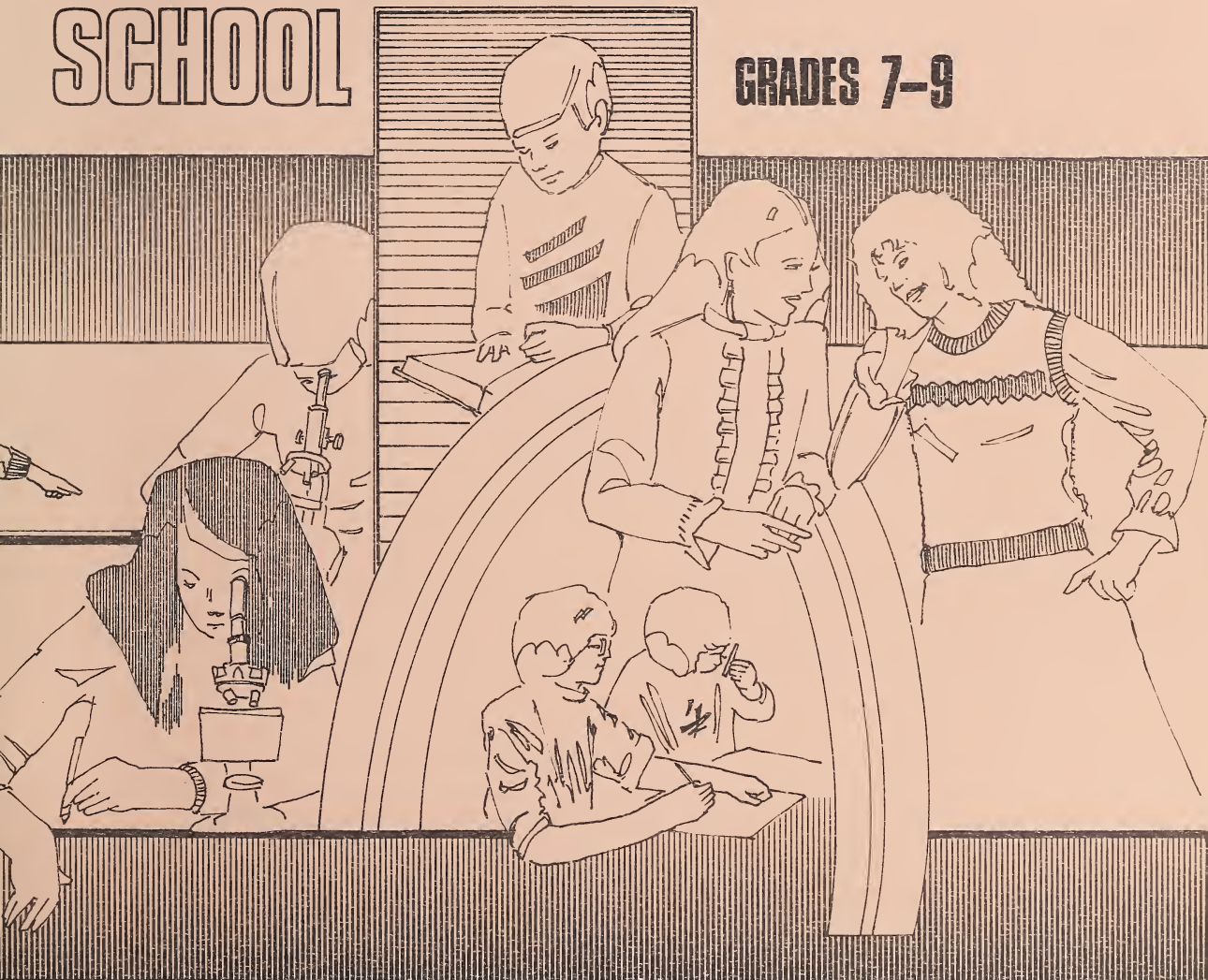




ALBERTA CORRESPONDENCE SCHOOL

GRADES 7-9



1985 / 86 HANDBOOK FOR JUNIOR HIGH STUDENTS

THE SCHOOL YEAR

- June 1, 1985:** Registrations for 1985-86 begin. Applications may be submitted throughout the school year.
- September 1 - August 31:** Lessons corrected and tests marked by the regular staff.
- January 30, 1986:** Mid-term report cards for students under 16 years of age are sent to students, to parents, and to principals or superintendents.
- September 1, 1986:** Registrations for the 1985-86 school year expire. Year end report cards are sent to students under 16 years of age.

Students who do not complete their courses by **September 1, 1986**, must register for the 1986-87 school year. Please refer to **Item 13** of this Bulletin for information about re-registration.

The 1986-87 application forms will be available in **June, 1986**.

It is important that students become familiar with the information in this Bulletin and follow all instructions. Keep the Bulletin for reference during the year.

Students please note that lesson material may be delayed when:

- a course is temporarily out of stock,
- registration is very heavy as it is in September,
- a course is in the process of being written or revised.

Similarly, delays in the return of corrected lessons may result when a great number of lessons is suddenly received by the teacher staff.

These are the conditions under which registrations are accepted. See inside back cover for more details.

**ALBERTA CORRESPONDENCE SCHOOL
JUNIOR HIGH SCHOOL
GRADES 7, 8, and 9
BOX 4000
BARRHEAD, ALBERTA
TOG 2PO
Telephone 674-5333**

INFORMATION BULLETIN 1985 – 86

Item	Contents	Page
1.	Registration Information	2
2.	How to Apply for a Course	2
3.	Payment of Fees	3
4.	Classroom students	3
5.	Transferring from the Classroom	4
6.	Students Residing Outside Alberta	4
7.	File Number	4
8.	Submission of Lessons	4
9.	Lesson Correction and Student Promotion	4
10.	Report Cards	5
11.	Textbooks	5
12.	Postage and Mailing	6
13.	Re-registration	6
14.	Replacement Lessons	6
15.	Supplies Other Than Textbooks	7
16.	Refunds	7
17.	Refund Schedule	8
18.	Courses Available to Adults	8
19.	Available Courses and Fees	9
20.	Junior High School Core Courses	11
21.	Group A Option Courses	15
22.	Group B Option Courses	16

1. REGISTRATION INFORMATION (GENERAL)

Registration for the 1985-86 school year begins in **June, 1985** for students who will be in school in September taking correspondence courses. Students are advised to register early in the school year so that they can complete and submit all lessons by early June. Students who do not complete a course by the third week of June and who submit lessons in July and August may expect delays in lesson correction, resulting in a course not being finished by fall, and in a need to re-register to finish remaining lessons in the following school year. Prompt and regular lesson submission throughout the year is therefore important.

All registrations are accepted on a conditional basis and are dependent on student progress. If submitted lessons are unsatisfactory, and the student is not benefiting from lesson correction, the Alberta Correspondence School reserves the right to require that student to withdraw and to study the same subject at a lower level or to substitute a more suitable course. No refund is possible when a student withdraws.

Students who are working full-time should not apply for more than one or two courses on the original application form. Courses may be added if the student finds the necessary study time.

Applicants are asked to enclose a remittance (money order or cheque) made payable to **The Provincial Treasurer**; do not enclose cash. Courses cannot be sent C.O.D. Do not enclose fees for more courses than are requested on the application.

Students who apply for **Science 7, Science 8, or Science 9** need science supplies. Residents of Canada should order a science kit from the Alberta Correspondence School, using the application provided. Non-residents may have to obtain the supplies separately.

Students who apply for any level of **French, German, or Ukrainian** require cassettes which may be purchased from the Alberta Correspondence School using the application form.

Eligible students may borrow textbooks by returning the completed application form.

2. HOW TO APPLY FOR A COURSE

All applicants are required to fill out the application form and to send their latest report card when possible. Only applicants of school age who give full time to their studies in a school, supervised centre, or at home may apply for a complete grade. Others may enroll in one or two courses initially.

Students of school age require permission to study by correspondence. Students not in a classroom must have their applications approved by the Superintendent or the Attendance Officer in the County, Division, or District in which they live. The name and address of the local Superintendent may be obtained on request from the nearest Regional Office of Education or from the Alberta Correspondence School. Students attending a school must have their applications signed by their school principal.

Students of school age in private school or non-divisional districts should send the application for approval to their Regional Office. Address any correspondence to the Co-ordinator of the office in your zone. The addresses of the Educational Offices appear below:

Grande Prairie	- 5th Floor, Nordic Court, 10014 - 99 St., Grande Prairie, T8V 3N4
Edmonton	- 8th Floor, Harley Court, 10045 - 111 St., Edmonton, T5K 2M5
Red Deer	- 3rd Floor, Provincial Bldg., 4920 - 51 St., Red Deer, Box 5002, T4N 5Y5
Calgary	- Rm. 1200, Rocky Mtn. Plaza, 615 Macleod Trail, S.E., Calgary, T2G 4T8
Lethbridge	- Lethbridge Provincial Bldg., 200 - 5 Ave. S., Bag 3014, Lethbridge, T1J 4C7

3. PAYMENT OF FEES

Courses offered and fees for in-province and out-of-province students are listed in **Item 19** of this Bulletin. Registration may not be transferred from one student to another.

If the school division is paying the fees on behalf of the student, the completed application requires the signature of the secretary-treasurer before it can be accepted.

COURSE MATERIALS ARE SUPPLIED FREE OF CHARGE to a student who:

- lives in unorganized territory in Alberta.
- lives in Alberta and cannot receive classroom instruction because of physical disabilities, or other medical reasons, provided that a statement issued by a medical doctor, district nurse, or rehabilitation officer is submitted with the application, indicating the student is unable to attend school over an extended period of time as a result of the disability, or that the course(s) will have rehabilitative or therapeutic value. The statement must be renewed each school year, and should be dated, and must appear on the letterhead of the doctor, district nurse or rehabilitation officer.
- is in a place of detention.
- is unmarried, pregnant, living in Alberta, and is unable to continue her education in a regular classroom. A statement issued by a medical doctor or a district nurse must accompany the application and must certify that the applicant is unable to attend school because of the pregnancy. The medical certificate should be dated and appear on the letterhead of the doctor or district nurse.
- is over 65 years of age.
- is under 16 years of age and is not in attendance in a school.

When courses are provided without charge, only one course may be provided at a time, and enrolments may be limited by the Alberta Correspondence School if more students apply than can be served.

4. CLASSROOM STUDENTS

Students who are attending school and are unable to arrange for classroom instruction in certain subjects may take correspondence courses during the regular ten-month instructional year. The Alberta Correspondence School forwards application forms and information bulletins to school principals. Students may obtain application forms and any up-to-date information from the principal.

The principal should assist the student in the selection of courses. Courses taken by correspondence should be included in the student's total course load for the instructional year. The principal must sign the application form of any student under sixteen years of age indicating approval of that student's registration in correspondence study. Students may not be enrolled in a correspondence course if they are also enrolled in the same course in a classroom.

Students who are attending school are required to supply their own textbooks.

Pre-registration may be done in June for those students who know which subjects they will be taking by correspondence in September. The principal should contact the Alberta Correspondence School in May for the necessary application forms.

5. TRANSFERRING FROM THE CLASSROOM

A student transferring from classroom to correspondence instruction during the school year should have the **Progress Report** filled out by the principal.

A student moving about the province should have the application signed by the divisional superintendent of schools in the area in which the student is residing at the time of registration.

6. STUDENTS RESIDING OUTSIDE ALBERTA

Only under special circumstances will applications be accepted from students living outside Alberta. Such students are urged to apply to the Correspondence School operated by the government of the province in which they live. If an application is submitted to this School it should be accompanied by a letter explaining clearly the reasons for wishing to take a correspondence course in Alberta.

Students living outside Canada should contact the Alberta Correspondence School for special conditions covering such applications.

7. FILE NUMBER

When the application form has been approved, a file number is given to the student. This number is placed on the label of the parcel of lessons and in a letter mailed to the student. The file number should be written clearly on every lesson, letter, or material sent to the Alberta Correspondence School.

8. SUBMISSION OF LESSONS

A student should send lessons as regularly as possible. If the lesson gradings are satisfactory, the student need not wait for the return of a corrected lesson before sending further lessons. If a lesson is not returned within a month, the student should contact the School enquiring about the missing lesson. Ample time should be allowed for the delivery and return of lessons before an enquiry is made.

Students are enrolled on the understanding that lessons will be submitted regularly. The Alberta Correspondence School may cancel a course when there is unreasonable delay in lesson submission. The student should keep in mind the expiry date of registration, and should budget the available study time so that there will be no need to submit a large number of lessons in any one subject at one time. If a large number of lessons is received from the student at one time, a few will be corrected initially, and the remaining lessons will be brought forward gradually for correction as teaching time becomes available. If the quality of work is poor, the student may expect lessons to be returned uncorrected for additional work.

9. LESSON CORRECTION AND STUDENT PROMOTION

Each lesson sent to the Alberta Correspondence School is corrected, graded, and returned as soon as possible. The final test lesson, however, will not be returned to the student. Students who have done good work on the lessons of all subjects, have completed any additional exercises required, and have done all tests satisfactorily are recommended for promotion.

In all core subjects except **Health 7** and **Health 8**, the final lesson, **Lesson 30**, is a test paper. Because **Health 7** and **Health 8** have only sixteen lessons in each course, **Lesson 16** is the test paper. As soon as the lesson materials in any core subjects are received, the parent or supervisor should take the last lesson and hold it until the student completes all the other lessons. The test paper should then be written under examination conditions.

A final mark will not be given if the final lesson is not submitted.

10. REPORT CARDS

Mid-term reports are sent in February to all students under 16 years of age, and to all students attending school. The principal or supervisor is also sent a copy of the mid-term report. Year-end reports are similarly distributed in September. Students over 16 years of age receive reports on request.

11. TEXTBOOKS

No textbooks are required for **Health 7**, **Health 8**, or any of the **Mathematics (Modified)** courses. All other core subjects require textbooks. The only options which require textbooks are the language courses in **French** and **German**.

Textbooks are lent to registered, non-classroom students who live in Alberta, with the definite understanding that they will be used with care and returned by insured mail when a course is completed or cancelled or when the student fails to submit lessons for a lengthy period of time. The request for loan of textbooks appears on the application form.

It is the student's responsibility to ensure that all textbooks reach the Alberta Correspondence School. This means that the books should be wrapped and tied. The name and address of the Alberta Correspondence School should be clearly marked on the outside wrapper, and the parcel should be returned by insured mail. A sheet of paper listing all the books in the parcel and giving the file number, as well as the student's name, should be enclosed in the parcel. The label with the file number should also be kept inside each textbook to identify the account.

The student is urged to keep the parcel insurance receipt for future reference. If the parcel of books is not received by the Alberta Correspondence School, the student will have to take the parcel insurance receipt to the Post Office and ask for a reimbursement. If the parcel is not insured, the student is responsible for payment of the books, but is not entitled to a reimbursement from the Post Office.

Students wishing to buy their own books should order them directly from the **School Book Branch**. Students may not purchase the textbooks supplied by the Alberta Correspondence School.

A student who lives outside Alberta at the time of registration, or who moves from Alberta after registration, is expected to purchase the required textbooks. They are available from:

**School Book Branch
Alberta Education
EDMONTON, Alberta
T5N 1L2**

The School Book Branch **will not** accept C.O.D. orders.

When the books are not available from the School Book Branch, a student may borrow textbooks from the Alberta Correspondence School, providing that a deposit covering the replacement cost of the books is left with the Alberta Correspondence School. The deposit may be refunded when the books are returned in perfect condition. A deposit is also required for any books taken out of Alberta.

12. POSTAGE AND MAILING

Students are required to pay the postage on everything sent or returned to the Alberta Correspondence School. The Alberta Correspondence School will pay the outgoing surface postage on all items mailed to any address in Canada or the United States of America. Persons with addresses outside Canada or the United States of America are required to pay postage on outgoing and incoming items.

If a parcel is refused by the Post Office when it could not be delivered to the address provided on the application form, the student is expected to reimburse the Alberta Correspondence School for postage due and also to pay the cost of having the parcel mailed a second time, where necessary. Students are reminded that it is their obligation to inform the Alberta Correspondence School of any changes in their address.

The student may ask questions about any particular part of a lesson in the space provided on the lesson record form; however, a separate letter must be sent concerning fees, educational guidance, the addition of subjects, or general information. These letters must be mailed to the Director; postal regulations do not permit such letters to be enclosed with lessons or parcels.

13. RE-REGISTRATION

Students are encouraged to complete their courses by June 21.

Students who do not complete by that date, and submit lessons through July and August, may experience a slow return of lessons, and may need to re-register in September in order to complete the program.

If a student does not complete by the expiration of registration on August 31, re-registration is necessary. For students over sixteen years of age, re-registration will be automatic when a new lesson is submitted in September or later.

Students who are under sixteen, or who are attending a classroom, must have their requests for re-registration approved by their school superintendent or principal. A letter to this effect may be submitted with a lesson after September 1 in order to re-register. A new file number will be assigned, and the student may continue to send lessons from that point using the new file number.

Students are reminded, however, that re-registration is possible only once, and it must be in the year immediately following the year of initial registration. A second registration is treated like a new registration, and the full fee applies.

Students who do not plan to continue with their courses, or who do not intend to continue until later in the school year, are asked to return any textbooks or loaned items to the Alberta Correspondence School. These items may be borrowed again when the student resumes the courses.

14. REPLACEMENT LESSONS

Replacement lessons may be available to registered students at a cost of **\$1.00** per lesson.

15. SUPPLIES OTHER THAN TEXTBOOKS

Under normal circumstances, supplies are not sent free to any student. Students who are not eligible for free course materials are required to make arrangements to purchase them. Medical statements will cover all required course materials, including cassettes and science kits.

Art A, Art B, and Art C require tempera paint and brushes which may be purchased in local stores.

Science 7, Science 8 and Science 9 require science kits which should be purchased from the Alberta Correspondence School. Students who apply for a science course must add this fee to the course fee and include the total amount with the application. All necessary kits will then be supplied as needed. See **Item 19, B** for kit prices.

French A, French B, French C, German A, German B, German C, Ukrainian A, Ukrainian B, and Ukrainian C require cassettes. Students must be prepared to buy from the Alberta Correspondence School the necessary cassettes for use with the course(s), and to have a cassette recorder. The cassettes are prepared specifically for each course and are an integral part of the course. Costs vary from course to course. See **Item 19, Group A Options** for specific prices. Fees for cassettes must accompany the application.

Cassettes are purchased outright, and may not be returned for refund at any time. Be careful when ordering cassettes.

16. REFUNDS

If an application is refused, the full amount will be refunded. Once a student is registered in any course, a full refund of fees will not be made. No refund will be made if a course is discontinued or cancelled by the student after **sixty days** from the date the lessons have been sent, even if no lessons have been submitted for correction.

There is no refund for returned textbooks. Such books are merely lent to the student when required. All textbooks belonging to the Alberta Correspondence School must be returned and received by the Alberta Correspondence School before a refund of fees can be issued. See directions regarding return of textbooks in **Item 11**.

Full postage must be paid by the student on all parcels that are mailed or returned. If a parcel is refused or returned by the Post Office when it could not be delivered to the address provided on the application form, any postage due is deducted from the refund. The Alberta Correspondence School does not accept C.O.D. parcels.

When a course is cancelled within a period of **sixty days** from the date of registration, a refund will be made according to **Item 17, Refund Schedule**, provided that all lessons are returned in perfect condition (staples not removed, and no writing on covers or any page), all textbooks are returned by insured mail, and no lessons have been submitted for correction.

17. REFUND SCHEDULE

	In-Province Students	Out-of-Province Students
Courses for which the fee is \$20.00 for in-province students and \$40.00 for out-of-province students.		
Lessons returned in perfect condition	\$10.00	\$20.00
Lessons are not returned; or not in perfect condition . .	NIL	NIL
Courses for which the fee is \$15.00 for in-province students and \$30.00 for out-of-province students.		
Lessons returned in perfect condition	5.00	10.00
Lessons are not returned; or not in perfect condition . .	NIL	NIL
When all lesson material is returned in perfect condition and textbooks are returned, the maximum refunds for a complete Grade 7, Grade 8 or Grade 9 would be	50.00	100.00
Audio cassettes may not be returned	NIL	NIL
Laboratory kits (if no items are used, and no lessons are submitted for which the kit is needed)	Full Purchase Price	

18. COURSES AVAILABLE TO ADULTS

Adults often find that they need upgrading in Junior High School. The Alberta Correspondence School has courses in mathematics and English which may be useful for this purpose. The modified mathematics courses may be suitable for adults who wish to apprentice in a trade, take business or secretarial work, or enter nursing aide training. Mathematics 9 (Modified) prepares a student for the diploma course Mathematics 15.

Adults may also find assistance in the diagnostic service provided by the Alberta Correspondence School. Simple tests are administered to determine which level of mathematics or English is best suited for the student. For further information, write to the Director, whose address appears below.

Many preparatory and special interest courses for adults are also available. These courses are described in the Senior High School Calendar. For a copy of this calendar send your request to:

**Student Services
Alberta Correspondence School
Box 4000
BARRHEAD, Alberta
T0G 2P0**

19. AVAILABLE COURSES AND FEES

An out-of-province student is one who is temporarily living outside Alberta at the time of registration or who lives in Alberta but indicates that lessons will be submitted from outside Alberta. A complete grade consists of five compulsory courses and four options. The courses are listed below, with the respective fees.

	In-Province Students	Out-of-Province Students
A. Complete grade: (Compulsory subjects plus four options) . .	\$100.00	\$200.00
B. Compulsory Subjects (for Grades 7,8, and 9) per subject . .	\$20.00	\$40.00
Language Arts		
Mathematics (Holt) or Mathematics (Modified)		
Social Studies		
Science (requires a kit; add \$5.00 to the fee)		
Health (Grades 7 and 8) or Health and Guidance (Grade 9)		

C. Options

Each year students must select four options. At least one option each year must be from Group A. The other options may be from Group A or Group B. Group A options are listed below. Group B options are on the next page.

Group A Options (See **Item 21** for description) per subject . . \$ 20.00 \$ 40.00

Art A
Art B
Art C

French A (Add \$5.00 for 5 cassettes)
French B (Add \$4.00 for 4 cassettes)
French C (Add \$5.00 for 5 cassettes)

German A The cost of these cassettes
German B is not known at the time of
German C printing. Please contact the
Alberta Correspondence
School for fees.

Ukrainian A (Add \$4.00 for 2 cassettes)
Ukrainian B (Add \$4.00 for 2 cassettes)
Ukrainian C (Add \$6.00 for 4 cassettes)

PLEASE NOTE:

These courses are intended to be taken in sequence. Students enrolling in them for the first time are expected to enroll in the 'A' level. The 'B' and 'C' levels may be taken after the student has successfully completed the 'A' level. Special consideration may be given in some circumstances to begin at a level other than 'A'.

Accident Prevention (may be selected for any grade)
Community Economics (may be selected for any grade)
Junior High Typing (recommended for Grade 9 only)

	In-Province Province	Out-of-Province Province
Group B Options (See Item 22 for description) per option	\$ 15.00	\$ 30.00

The following may be selected for any grade level; however, some recommendations are made based on the difficulty students may have with each module. Capable students should have very little difficulty. Other students are reminded that they might be wise to choose those recommended for their grade level.

Initial enrollment in a module course is \$15.00. Subsequent modules in the same subject and in the same year are \$5.00 each.

Know Alberta: Module 1: Prehistory of Alberta
 Module 2: The Native Peoples
 Module 3: Settlement of Alberta
 Module 4: Geography of Alberta
 Module 5: Government of Alberta
 Module 6: Municipal Government

Anthropology: Module 1: Introduction to Anthropology
 Module 2: The Ways of Man

Looking at China: Module 1: Across a Chinese Bridge
 Module 2: Living with the Landscape

Forestry: Module 1: The Forest
 Module 2: The Tree
 Module 3: Forest Products
 Module 4: Forest Measurement (Grade 9 only)

The Story of Mathematics (recommended for Grades 8 and 9 only)

Metrication (recommended for Grade 9 only)

Ecology (recommended for Grade 9 only)

Flight (recommended for Grade 9 only)

Needlecraft: (recommended for Grades 8 and 9 only)

Letter Writing (recommended for Grade 9 only)

Note: Options which are taken in one grade may not be repeated in another grade.

**ALBERTA CORRESPONDENCE SCHOOL
JUNIOR HIGH SCHOOL
BOX 4000
BARRHEAD, ALBERTA
TOG 2PO**

Page A

APPLICATION FORM

Print using block letters. Do not give nicknames.

NAME _____	Day	Month	Year	Sex
Surname	Given Names			Birthdate

Street Address _____ or P.O. Box No. _____

Town or City _____ Province or Country _____

Postal Code _____ Telephone Number _____ Former File Number _____

On the lines below, write the grade, the subject(s) in which you wish to enrol, and the fees.

GRADE	SUBJECT	FEES	For Office Use	DO NOT WRITE IN THIS SPACE
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Cassettes	_____	_____		
Science Kit	_____	_____		
TOTAL FEES		=====		

Enclose full fees or complete charge section on Page B. Use money order or cheque made payable to **The Provincial Treasurer**. Do not send cash.

TEXTBOOKS Classroom students and students who live outside Alberta are not eligible to borrow textbooks. They must make their own arrangements for textbooks. Please refer to page 5 of the Information Bulletin for further information.

Please lend the required textbooks _____
(Yes, No)

OVER

REGISTRATION INFORMATION TO BE COMPLETED BY ALL STUDENTS AS INDICATED

Part A: To be completed by students who are presently attending school.

Name of School: _____

Address of school _____

_____ Postal Code _____

School's telephone number: _____

Name of teacher or supervisor: _____

Name of principal: _____ Signature: _____

Please Print

(Principal or designate)

Part B: To be completed by students who need Superintendent's signature or who are charging fees.

If the student lives within a School Division, County, or District, is under 16 years of age, and will not be attending school, this application must be signed by the local Superintendent, indicating the reason for exemption from compulsory school attendance. If fees are to be charged to the school authority, the signature of the Secretary-Treasurer is required.

Name of the School Division, County, or District _____ No. _____

Approval of charge: _____

(Signature of Secretary-Treasurer)

Reason for exemption from compulsory school attendance: _____

Note: Approval here certifies that the student is under efficient instruction at home or elsewhere.

Name of Superintendent: _____ Signature: _____

Please print

(Superintendent or Attendance Officer)

Part C: To be completed by ALL students.

1. If you are not presently attending school, give the name of the last school attended and the last grade successfully completed.

School: _____ Grade Completed: _____

2. Have you attended school during the current school year? _____ If yes, have your teacher fill out the Progress Report on page C. (Yes or No)

3. I understand that the Alberta Correspondence School does not assume responsibility for problems which may arise from any error in filling out this form.

4. I have read the information in the Bulletin and agree to accept all conditions listed on the inside back cover and to follow all instructions. To the best of my knowledge my statements and my records are correct.

5. I/we authorize the Alberta Correspondence School to obtain whatever records are necessary to process this application completely and expeditiously.

Date: _____

(Student's Signature)

NOTE: If the student is under 16 years, the signature of parent or guardian is required. _____

(Parent's or Guardian's Signature)

Please indicate the school board which is supported by your taxes: _____

[illegible]

PERCENTAGE
OR LETTER
GRADING

[illegible]

20. DESCRIPTION OF JUNIOR HIGH SCHOOL CORE COURSES

GRADE SEVEN

Language Arts 7: This course is designed to help students improve their communication skills by improving their language skills. The first four lessons offer some general understanding of the communication process. In the remainder of the course, each lesson is divided into the following sections: **Understanding Language**, to provide familiarity with the basic structure of the English language; **Vocabulary Building**, to extend vocabulary and to provide an understanding of how the English language has grown and developed; **Developing Writing Skills**, to help improve writing skills; and **Appreciating Literature**, to examine how others have expressed their thoughts and feelings, and to provide students with the opportunity to learn from others and to enjoy themselves. A dictionary is required. Thirty lessons.

Textbooks: *Patterns of Communicating I*, Level I
Glatthorn & Christensen
Experiences: Bell & Buxton

Prerequisite: Grade 6

Mathematics 7(Holt): This is an academically oriented course with emphasis placed on strengthening students' abilities to compute whole numbers, fractions, and decimals. Basic ideas in geometry, measurement, and proportion are also presented, and algebra and graphics concepts are introduced. The course includes teaching notes which repeat important points from the textbook and explain these points in greater detail. Review exercises to maintain skills and exercises for practice are provided. Metric units are used throughout the course. Graphics are used extensively to highlight concepts, reinforce instructions, and add variety. Thirty lessons include two reviews and a final test lesson.

Textbook: *Holt Math 1*

Prerequisite: Grade 6

Mathematics 7(Modified): This is a modified course for students who wish a more practical approach to mathematics and who are interested in a general mathematics program. Topics include geometry, whole numbers, measurement, perimeter and area, fractions, decimals, ratio and proportion, and graphs. Thirty lessons include reviews and a final test lesson.

Textbook: None

Prerequisite: Grade 6

Social Studies 7: This course deals with people from around the world — how they live, what they do, what they like, and why they quarrel with each other. It also looks at the European settlement of Canada — how the early French and English Canadians formed a country; the settlement of Western Canada including an examination of the cultural contribution of such different groups as the Ukrainians, Chinese, and Hutterites. Thirty lessons include three reviews and a final test lesson. A dictionary and an atlas are required.

Textbook: *Pygmies of the Ituri Forest*:
Farnham

Prerequisite: Grade 6

One of: *Dream of the Blue Heron*:
Barnouwn
Plain Girl: Sorensen

One of: *The Japanese Canadians*: Ito
The Italian Canadians:
Mastrangelo
The Ukrainian Canadians: Burke

Science 7: This course uses the core-electives approach to study topics about life science (biology), including classification, life processes, interaction of living things with their environment, and cellular structure and function. Experimental work is required and a science kit is available from Alberta Correspondence School for those students who do not have access to a school laboratory. Thirty lessons.

Textbook: *Life Science, A Problem Solving Approach:* Carter et al

Prerequisite: Grade 6
Science Kit: \$5.00

Health 7: This course is designed to provide the information that you, as a young person, need to develop good, meaningful health practices. It covers information about growth and structure and functions of body systems. It also includes material to help promote safer and healthier living practices, and aims at developing an appreciation for the work of scientists, doctors, and humanitarians who have sought, over the years, to improve health practices. Sixteen lessons.

Textbook: None

Prerequisite: Grade 6

GRADE EIGHT

Language Arts 8: This course continues the study of English begun in Language Arts 7. It deals with elements of grammar and the parts of speech, vocabulary, spelling, punctuation, sentences, paragraphs, essays, and literature. A suitable dictionary is required. Thirty lessons.

Textbooks: *Patterns of Communicating*
Level 2: Glatthorn et al
Explorations: Bell, Buxton

Prerequisite:
Language Arts 7

Mathematics 8(Holt): A continuation of Mathematics 7(Holt). Concentrates on the areas of integers, fractions, decimals, and exponents. It also deals with geometry, measurement, algebra, graphing, and proportion. Teaching notes give detailed explanations and examples of problem solutions. Each lesson incorporates review and practice exercises. Metric units and extensive graphics are featured. Thirty lessons include two reviews and a final test lesson.

Textbook: *Holt Mathematics 2:*

Prerequisite:
Mathematics 7(Holt)

Mathematics 8(Modified): A continuation of Mathematics 7(Modified), this course provides a more practical approach to mathematics for students interested in the general mathematics program. Topics include place values, addition, subtraction, multiplication, division, equations, problems, geometric terms, constructions and graphs, fractions, decimals, ratio and proportion, measurement, algebra, banking, working, and buying goods. Thirty lessons include two reviews and a final test lesson.

Textbook: None

Prerequisite:
Grade 7 mathematics

Social Studies 8: This course covers Canada's political system including the three levels of government: federal, provincial, and local or municipal. It traces the development of representative and responsible government, deals with our constitution and the rights, freedoms and responsibilities of citizenship. It also covers the Canadian legal system — why we have laws and how law enforcement, police forces, the parole system, the jury system, and our courts work. The second half of the course examines the development of nations in Africa and Asia, with emphasis given to the four periods in development: Pre – Imperialism, Western Domination, The Struggle for Independence, and Modernization since gaining Independence. It also examines the difficulties developing nations face as they attempt to modernize certain aspects of their way of life. Thirty lessons include a review and a final test lesson. A dictionary and an atlas are required.

Textbooks: One of the following:

Prerequisite: Social Studies 7

E. Cora Hind (Canadian Series):
Hacker
Ernest Thompson Seton
(Canadian Series): Redekop
R.B. Bennett (Canadian Series):
Saunders

Science 8: This course uses the core-elective approach to study topics involved in earth sciences. Major concepts include the Earth's place within the solar system and the universe, the composition of the earth's crust, and the processes involved in changing the crust, atmosphere and weather. Experimental work is required, and a science kit is available from the Alberta Correspondence School. Thirty lessons.

Textbook: *Earth Science: Challenges to*
Science: Heller et al;

Prerequisite: Science 7
Science Kit: \$5.00

Health 8: This course is designed to help you accept growth and its related problems. The lessons provide information about safety in sports and at school, about food nutrients, and about the body's utilization of food. Also included are the history and the progress made over the centuries to prevent and control diseases and to promote optimum health. Sixteen lessons.

Textbooks: None

Prerequisite: Health 7

GRADE NINE

Language Arts 9: This course is a combination of language and literature. The language section is a study of composition, grammar, and vocabulary, with the aim of helping you to communicate better. You should get a deeper understanding of the English language and improve your speaking and writing ability. The grammar and vocabulary sections will enable you to learn the skills needed to express your ideas in a more acceptable way. A suitable dictionary is required. Thirty lessons.

Textbooks: *Patterns of Communicating Level 3:*
Glatthorn, Christensen
Reflections: Bell, Buxton

Prerequisite:
Language Arts 7

Mathematics 9(Holt): This course deals with the adding, subtracting, multiplying, and dividing of whole numbers, integers, fractions, and rational numbers. Solving and graphing equations and inequalities are also covered. The measurement of perimeter, area and volume is taught, as is the construction of various polygons, prisms, pyramids and other regular polyhedra. A major emphasis of this course is on algebra where students will be expected to add, subtract, multiply and divide monomials, binomials and polynomials. Thirty lessons.

Textbook: *Holt Mathematics 3*

Prerequisite:
Mathematics 8(Holt)

Mathematics 9(Modified): This course is a continuation of Mathematics 8 (Modified) and provides a practical approach for students interested in the general mathematics program. Topics include place value, multiplication and division of whole numbers, greatest common factor, least common multiples, angles and polygons, triangles and quadrilaterals, graphs, fractions and mixed numerals, decimals, per cent, formulas, perimeter, area and volume, conversion of measures, integers, formal equation solving, problem solving, and sets. Thirty lessons include two reviews and a final test lesson.

Textbook: None

Prerequisite:
Grade 8 mathematics

Social Studies 9: The first part of the course examines the growth of industrialization, including an explanation of the principles of a market economy and the issues related to the growth of industrialization in Great Britain during the 18th and 19th centuries, the living conditions of industrial workers, the development of labor and management relations, and such issues as materialism, quality of life, leisure, and coping with technological change. The second part of the course examines the impact of technology on the development of Canadian industry, how industrialization has affected this country in the past and how it affects it today. The final part of the course deals with the principles of a centrally planned economy such as that found in the Soviet Union. The structure of government and how it regulates the economy will be examined. Other areas of study include the citizen's lifestyle, individual freedom, and the development of culture within the Soviet Union. Thirty lessons.

Textbooks: *People, Technology & Change:*
Evan & Moynes
The Technology Connection
Botting et al

Prerequisite: Social Studies 8

Library Book: *The Soviet Union & Eastern Europe* (World Culture Series); Ludlow

Science 9: The core-elective approach is used to study topics about physical science. The main theme is matter and energy. Major concepts involve a study of the structure of matter, kinetic molecular theory, metric measurement, density, heat, temperature, and how energy permits work to be done. Experimental work is required and a science kit is available from the Alberta Correspondence School. Thirty lessons.

Textbook: *Physical Science, A Problem Solving Approach:* Carter et al

Prerequisite: Science 8
Science Kit \$5.00

Health 9: This course provides information about the respiratory system, circulatory system, nervous system, and endocrine gland system. It also deals with safety and community health. The guidance portion of the course provides information about the importance of understanding your own abilities, interests, and values, with the emphasis on personal responsibility for decision making. Sixteen lessons.

Textbook: None

Prerequisite: Health 8

21. DESCRIPTION OF GROUP A OPTIONS

— Art A, Art B, Art C

These three sequential courses of twelve lessons each introduce the design elements through exercises in pattern-making, printing, painting and sculpture. A limited amount of paper is supplied with each course. Paints and other materials are bought by the student. See **Item 14** for advice on obtaining art supplies. Students taking art for the first time should enrol in Art A.

— French A, French B, French C

These three courses each of 12 lessons offer an easy, though quite extensive, introduction to the French language, and are suitable for non-French speaking students. **French A** is based on the *Prélude* and Chapters 1 and 2 of the textbook '*French for Mastery 1*' by Valette and Valette (1975 Edition) published by D.C. Heath and Co. **French B** is based on Chapters 3 and 4, while **French C** covers Chapters 5, 6 and 7. Initial enrolment should be in French A.

— German A, German B, German C

These three sequential courses of twelve lessons each offer an easy, though quite extensive, introduction to the German language, and are suitable for non-German speaking students. The course is based on the textbook *Unsere Freunde*. **German A** covers Lessons 1 to 5; **German B** covers Lessons 6-10; and **German C** covers Lessons 10-15.

Students should enroll initially in German A.

— Ukrainian A, Ukrainian B, Ukrainian C

Ukrainian A consists chiefly of dialogues, oral drills, dictations, and reading assignments. **Ukrainian B** and **Ukrainian C** are continuations of **Ukrainian A** with more oral drill, dictation, and reading assignments. There are twelve lessons in each course plus cassettes for listening and speaking. No textbooks are required. Every lesson has written exercises and a limited amount of translation. Initial enrolment in **Ukrainian A** is expected.

— Community Economics

This twelve-lesson course is divided into two parts. Part I (Lessons 1 – 6) is entitled **Clubs**. It deals with some general duties of the club executive, and the responsibilities of club members. Part II (Lessons 7 – 12) is entitled **Local Government**. It deals with how leaders of communities are chosen, who chooses them, and what work these people do after they are chosen.

— Junior High Typewriting

This introductory course in touch typewriting is intended for students' use in determining their interests and abilities in this field, and for their personal use in typing letters, reports, and notes. Emphasis is placed on the application of the correct techniques in learning the keyboard, in operating parts of the typewriter, and in developing speed and skill. No textbook is required in this course. Students must provide their own typewriters, typing paper, and all other supplies.

— Accident Prevention

This course contains two modules. **Module 1 (Traffic Safety)** deals with the problems of safety on the highways. **Module 2 (Home Safety)** deals with the hazards present in all areas of daily life. The information presented will help students become aware of these hazards and teach them how to cope with them. Each module contains six lessons.

22. DESCRIPTION OF GROUP B OPTIONS

— Know Alberta (six lessons per module)

Prehistory of Alberta (Module 1) This module deals with the geologic events that shaped our province before the arrival of man. It deals with the formation of rock structures, the evolution of life, fossil records and events such as the ice ages. The economic importance of events in prehistory is also discussed. Students will learn some basic geology as well as prehistory. Part of the module is devoted to encouraging students to carry out their own investigations.

The Native Peoples (Module 2) This module traces the life of the Indians from the time of their arrival in North America thousands of years ago to present time. Information is given on their connection with Asia and their supposed migration route to North America, as well as on customs, dress, hunting, and organization. The impact of European civilization is explained, and examples of how the Indians are gathering forces to regain their sense of their own value are given.

Settlement of Alberta (Module 3) This module briefly discusses the economic, social, and political history of early Alberta. The development of the province from a fur-trapping area to an agricultural area and then to an urban community is examined. The role of transportation and the importance of immigrants are of major concern.

Geography of Alberta (Module 4) This module looks at the geographical aspects of our province. The physical geography studied includes landforms, soils and vegetation, and climate and weather. The human elements of Alberta geography are studied as well. These include settlement patterns, urbanization, industry, resources, and environment concerns. As the student progresses through the lessons, he learns many of the basic skills and concepts of geography which pertain to this province.

Government of Alberta (Module 5) This module gives a brief introduction to the federal system and how three levels of government were set up, a short history of Alberta's past political development, and finally the present political system. It discusses how the legislature works, and concludes with a close look at one part of the provincial government — the Department of Environment.

Municipal Government (Module 6) This module was designed to provide information on how local governments are set up, how they work, and what they do. The different types of rural and urban municipalities and their problems as well as special purpose boards are discussed. Most of the exercise material attempts to help the student get familiar with local government, and students are expected to be prepared to do appropriate personal research to add to their own knowledge.

— Anthropology (six lessons per module)

Anthropology modules may be studied by capable students as options. The modules deal with the basic concepts of Anthropology, the scientific study of man. Such questions as "Who is man? Where does man come from? In what ways does man live differently from other life forms on Earth?" are considered.

Introduction to Anthropology (Module 1) Human customs, various life styles, and the nature of man are explored. Students will have an opportunity to do an anthropological study of themselves and to compare their own way of life to the way people live in other societies. Module 1 uses the textbook, *The Forest People*, which unfortunately is now out of print, but may be borrowed from the Alberta Correspondence School.

The Ways of Man (Module 2) An intensive look is taken at the work of anthropologists and their studies of human development, religions, customs, and ways of life. The various aspects of the science of anthropology are also discussed.

— Looking at China (six lessons per module)

Across a Chinese Bridge (Module 1) This module looks at places and people in various regions of China and the way in which different people live in varying surroundings.

Living with the Landscape (Module 2) This module looks at various features of Chinese agriculture, education, sports, health and medical care, science and technology, philosophy and the arts, and the political and economic organization.

— Forestry (five lessons per module)

The Forest (Module 1) This module introduces the concept of the forest and forestry and also deals with forest classification, forest resources, enemies of the forest, administration of forest land, and careers in forestry. The major emphasis is on forestry in Alberta.

The Tree (Module 2) This module discusses the structure of a tree, its life processes including reproduction and growth, and how trees grow in association with other plants. Students also learn about plant keys and how to use them to identify trees and shrubs.

Forest Products (Module 3) This module provides an introduction to wood and what it is, forest harvesting, logging, and sawmills and their operation. The forest as an outdoor recreation source is also discussed in this module.

Forest Measurement (Module 4) Maps, air photos and surveying are discussed. An introduction to tree measurement and forest cruising is also presented. References to measurement are in Imperial units, not SI units.

— The Story of Mathematics

This six-lesson course outlines the development of mathematics from the earliest times. It explains in simple terms how mathematics originated. The exercises include many interesting puzzles. Not recommended for students in Grade 7.

— Metrication

This six-lesson course has been designed to help the student to understand the metric system which is being used in Canada. The module deals with the reasons behind the adoption of the metric system, the mathematics of metrication, and some of the problems which may be encountered in adopting the metric system. No textbook is required. This course would be suitable for those students who have made good progress in Language Arts 9 and Mathematics 9 (Holt).

— Ecology

This six-lesson course examines air, water, noise and land pollution, wildlife conservation, renewable and non-renewable resources, as well as the problems of over-population. Not recommended for students below Grade 9.

— Flight

This six-lesson course outlines the principles of operation of balloons, aeroplanes, and helicopters. Other topics covered include stability, propulsion, and streamlining. The historical development of aircraft is also outlined. The approach to the subject is as non-mathematical as possible and pictures and diagrams are used to explain much of the material. Not recommended for study below Grade 9.

— Needlecraft (Sewing Basics)

This six-lesson course introduces the student to the use of the sewing machine and to basic hand sewing techniques. It has been assumed that the student has had no previous sewing instruction and the course has been designed to give both instruction and practice in sewing techniques. While the exercises involve some theory, the student is asked to submit practical work for correction.

— Letter-Writing

This six-lesson course gives directions on how to plan and write effective letters. Although the emphasis is on business letters, the principles discussed can be applied to other types of communication as well. The course contains examples and suggestions on writing routine business letters, letters for problem situations, and employment letters. This course is not recommended for students below Grade 9.

CONDITIONS OF REGISTRATION

TEXTBOOKS:

Textbooks are loaned to eligible students under the following conditions:

1. All books will be used with care, and will be returned when the course is complete, or when the student stops sending lessons, or when registration expires.
2. Returned books must be wrapped carefully, tied securely, and insured at the Post Office. The name and address of the Alberta Correspondence School must be clearly indicated on the parcel. If the parcel becomes lost, the insurance receipt should be taken to the Post Office to ask for reimbursement.
3. A list of the books being returned and the student's name and file number should be enclosed in the parcel of books being returned.
4. The label inside the front cover of the book showing the student's file number must not be removed.
5. Books which do not arrive at the Alberta Correspondence School must be paid for by the student.

SCIENCE KITS:

1. Kits may be purchased only by students living in Canada.
2. If any of the equipment in the kit is broken before the student finishes doing the required experiments and it is necessary to replace the broken item, the student may write to the Alberta Correspondence School, ask for a price list, and order the item required.
3. No refund for kits is made:
 - (a) after any of the materials have been used,
 - (b) after any of the lessons which require the use of the kit have been submitted for correction,
 - (c) after sixty days from the date of purchase.
4. When a kit is returned unused and in perfect condition within sixty days from the date of purchase, a refund may be made, provided that no lesson which requires the use of the kit has been received for correction. Further deductions may be made for items that have been broken or otherwise damaged.
5. Kits being returned must be clearly marked with the student's name and file number.

CASSETTES

Cassettes may not be returned for exchange or refund at any time.

GENERAL

Registrations are accepted on a conditional basis. If your lessons are unsatisfactory, and you are not benefiting from lesson correction, the Alberta Correspondence School reserves the right to require you to discontinue sending lessons. You may be advised to study the same subject at a lower level, or to substitute a more suitable course. You will not be eligible for a refund when you are asked to discontinue a course.

Students are expected to perform their work and to correspond with their teachers and the administrative staff in an appropriate manner. The Alberta Correspondence School reserves the right to cancel, without refund, the course of any student whose conduct is unbecoming to a student.



Alberta
EDUCATION

